

ADMINISTRATIVE MANAGEMENT

I. Procurement

- A. Documentation to Support Issuance of Purchase Orders (AD-700, Procurement Request or internal form)
- B. Blanket Purchase Agreement (BPA) Usage
- C. VISA IMPAC Card Purchases - *Documentation (Ad-700, Procurement Request or internal form)*
- D. Small Package Shipment via Federal Express and/or UPS
- E. Utilization of On-line Ordering System
 - 1. Landover
 - 2. Kansas City Warehouse (CLS)
 - 3. GSA Advantage (Internet)

II. Motor Vehicles

- A. Excess Vehicles in Area?
- B. Average Mileage per Month (EMIS Report)
- C. Suitable Vehicles for the Work Assignments
- D. AD-728, Request for Home to Work Transportation - Current
- E. Credit Card Usage for Gasoline Purchases and Motor Vehicle Repairs
 - 1. WEX
 - 2. VISA
- F. Proper Care and Maintenance of Vehicles
- G. Proper Display of APHIS Vehicle Decals
- H. APHIS Form 105-R, Motor Vehicle Authorization
- I. Physical Inventory of Vehicles (EMIS)

III. Security - Property Accountability/Security

- A. Accountable Property Secured in Locked Files
- B. Written, Daily Closing/Security Procedures
- C. Maintenance of Personal/Physical Property Inventory Files
 - 1. Internal
 - 2. NFC

D. Reconciliation of Property Inventory Conducted Every Two Years

1. Internal
2. NFC

E. ID Cards - Picture

F. Control of DEA Controlled Substances

G. Real Property Management

IV. Telecommunications

A. FTS 2000 System Use - Copies of bills, cards

B. Use of Facsimile Machine - For Official Use Only

C. Installation of Telephone Lines in Residence

1. Flexiplace
2. ODS at residence

V. Space Management

A. APHIS 256, Checklists - Annual Safety Inspections

B. Storage - Adequate, Properly Arranged

VI. Information Management

A. Mail Management

B. Forms Management (local forms use)

C. Maintenance of Directives, Bulletins, Notices, etc.
Are these kept in a common area for easy access? Updated?

D. IDEA system

E. Records Management and Disposition

F. Informs Filler Usage

H. Utilization of Oracle Data Bases

1. BRRS (Brucellosis Recording and Reporting System)

- a) Obtaining Data for 4-33D, 4-54D, and 4-59
- b) BRRS Modules Utilized

- i. Herd Test (Remote Data Entry*)
- ii. MCI (Market Cattle Inspection)
- iii. Vaccination/Fee Basis

- iv. BRT (Brucellosis Ring Testing)
 - 2. Pseudorabies Monitoring System
 - 3. TIMS (Tuberculosis Information Management System)
 - 4. Scrapie Information System
 - 5. Import Tracking System
 - 6. Export System
 - 7. User Fee System
 - I. Utilization of Other Automated Systems
 - 1. Veterinary Accreditation
 - 2. National Animal Health Monitoring System
 - J. Office Automation Applications (*Lotus Smart Suite*)
 - K. Specialized Area Software Development
 - 1. Lotus Approach Applications
 - 2. Other OTS (Off-the-shelf) Database Applications
- VII. Safety and Health
- A. Area Committee Meeting
 - 1. Letters regarding regularly scheduled meetings - Quarterly/Semi-annual
 - 2. Goals established
 - 3. Recommendations to AVIC
 - 4. Minutes distributed to Region and Areas within the Region
 - B. Mandatory Medical Monitoring Program
 - 1. Test records
 - 2. Secured files
 - 3. Suspense system
 - C. Employee Assistance Program
 - 1. Is information posted for all employees?
 - D. Training
 - 1. Mandatory Defensive Driving training - Initial and Refresher
 - 2. First Aid - every three years to maintain certification
 - 3. CPR - every year to maintain certification
 - 4. HIV/AIDS
 - E. APHIS 256, Annual Safety Inspection Checklist - see Page 10 (Space Management)

- F. Safety Checklist for Towing and Carrying Equipment and Clothing (internal form)
- G. Annual Survey of Protective Equipment and Clothing (internal form)
- H. Worker's Compensation Claims
 - 1. Log of accidents and injuries
 - 2. Review of individual case files
 - a) Entitlement to Continuation of Pay
- I. Posted Smoking Policy
- J. Motor Vehicle Accident Reporting and Investigation
- K. Health Club Memberships
 - 1. Any written Area guidance in conjunction with Agency policy
 - 2. Participants
 - 3. Usage
 - 4. Government share

REFERENCES***Description*****I. Procurement**

- APHIS Directive 210.1
- AM 200
- AM 201
- Instruction for the Use of Government Bankcard and APHIS Amendment
- Industrial Group 615, IG Class 6153 - Government Commercial Credit Card Services

Acquisition Management Program
Acquisition Handbook
APHIS Personnel Property Manual

II. Motor Vehicles

- AM 5400
- APHIS Directive 230.1
- APHIS Bulletin 92-2
- Departmental Reg. 5400-5

APHIS Motor Vehicle Fleet Management Manual
Motor Vehicle Management
Motor Vehicle Use
Use of Government Vehicle for Home to Work Transportation

III. Security - Property Accountability/Security

- AM 201
- APHIS Directive 5101.1
- APHIS Directive 1650.2
- VS Memorandum 583.1
- APHIS Directive 3140.1
- APHIS Directive 4295.1

APHIS Personal Property Manual
Real Property Management
Security in Agency-Occupied Field Offices
DEA Numbers and Use of Controlled Substances (Euthanasia Solutions)
APHIS Security of ADP Resources
Identification Cards

IV. Telecommunications

- Departmental Regulation
- VS Memo 513.1

Telephones
Criteria for the Installation of Telephone Lines in Private Residences or Non-APHIS Facilities

V. Space Management

- AM 4790

APHIS Safety, Health, and Wellness Manual

VI. Information Management

- NCAHIS Manual
- VS Computer Management Handbook

VII. Safety and Health

- AM 4790
- CFR 29 (Labor)
- AM 5400

APHIS Safety, Health, and Wellness Manual
Parts 1900 to 1910.999, 1910 to end, 1911 to 1925, 1926, 1927 to end
APHIS Motor Vehicle Fleet Management Manual